

MAIN HRS

DCDS Reports

Employee Reports - C **HR - 336 - Equipment Usage**

Purpose:	The Equipment Usage Report displays equipment usage for a department, agency, TKU, pay period end date by person.
Frequency:	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, TKU, Employee Name
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The Equipment Usage screen is accessed through the <u>R</u>eports, Employee Data Collection, <u>C</u> - Equipment Usage items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Equipment Number■ Start Date■ End Date■ Hours

State of Michigan

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DCDS Reports

Information: *(Continued)*

- Start Meter (beginning number of miles reported)
- End Meter (ending number of miles reported)
- Personal Mileage
- Coding Block Elements
- Pay Period (PP) Total - Hours
- Pay Period (PP) Total - Mileage
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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DCDS Reports

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-window titled "Report Request". Inside the sub-window, the title "Employee Equipment Usage" is displayed. Below the title, there are five input fields, each with a dropdown arrow: "Department:" with value "59", "Agency:" with value "01", "TKU:" with value "600", "PP End Date:" with value "5/3/97", and "SSN:" with value "590102218". At the bottom right of the sub-window are "OK" and "Close" buttons. The status bar at the bottom of the main window shows "Ready".

Report Request Screen

To display the Report Request screen for the Employee Equipment Usage report, select the Reports menu item from the Menu bar and click on the Employee Data Collection menu item. From the cascading menu, click on C - Equipment Usage menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Equipment Usage Report.

The user's Department, Agency, TKU, SSN and the current Pay Period End Date display. To display information for a previous pay period end date, enter or select the appropriate pay period end date. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line for the employee. The printed report is displayed on the next page in which all fields can be viewed.

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DCDS Reports

HR-336 - Employee Equipment Usage

HR – 336

MAIN HUMAN RESOURCE SYSTEM
EQUIPMENT USAGE REPORT

RUN DATE: 10/09/1997 07:31:29
PAGE 1 OF 1

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

PAY PERIOD END DATE: 09/06/1997

AGENCY: 01 CENTRAL OFFICE

PAY PERIOD NO: 19

TKU: 601 CLIO PROJECT OFFICE

NAME: CHARLEY, BARTON E

SSN: 590-10-1910

APPOINTMENT DATE: 01/19/1981

<u>EQUIPMENT</u>	<u>START DATE</u>	<u>END DATE</u>	<u>HOURS</u>	<u>START METER</u>	<u>END METER</u>	<u>PERSONAL</u>	<u>AY</u>	<u>INDEX</u>	<u>PCA</u>	<u>GRANT</u>	<u>PHASE</u>	<u>AG1</u>	<u>PROJECT</u>	<u>PHASE</u>	<u>AG2</u>	<u>AG3</u>	<u>MULTI</u>	<u>STD</u>
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ACEGIK1234	09/06/1997	09076/1997	95.0	100.0	350.0													<input checked="" type="checkbox"/>
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PP TOTAL – HOURS: 95.0

PP TOTAL – MILEAGE:

SIGNATURE _____

SUBMITTED BY: T_DEPT99

DATE SUBMITTED: 10/08/1997

APPROVED BY:

DATE APPROVED:

State of Michigan

Issue Date: **March 26, 2001**

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Section 16.12: **Employee
Equipment Usage Report**